



Lexington-Fayette Urban County Government  
**OFFICE OF THE MAYOR**

**Office of the Mayor Special Events Internship Description**

**Title:** Special Events Intern

**Department:** Office of the Mayor

**Salary Range:** This internship is non-paid

**Hours:** 10-15 per week, Monday through Friday, days(s) with flexible hours. Open during fall, spring and summer semesters.

**Objective**

This is an entry level internship aimed at undergraduate or graduate students looking to earn credit or gain experience in special events planning and organization, public policy and constituent communications. Under the general direction of the Mayor's Special Event Liaison the intern will conduct research, process event applications and communicate with event producers, various departments within the LFUCG and partner agencies.

**Duties**

- Tracks and assesses special events taking place throughout the community from the conceptual stage through the application and approval process
- Write and manage necessary documentation including: resolutions, budget estimates, approval letters, etc.
- Perform research and evaluation related to the city's special event efforts
- Assist and manage projects as assigned by the Special Events Liaison

**Requirements**

This position requires:

- Interest in event planning
- Strong writing and communication skills
- Ability to proofread and edit documentation
- Computing software knowledge including email, internet and MS Office
- A professional attitude

**Application Instructions**

Please submit a resume and cover letter indicating hours of availability to Lori Houlihan, Special Events Liaison, LFUCG Office of the Mayor, by email [lhoulahan@lexingtonky.gov](mailto:lhoulahan@lexingtonky.gov) or by fax 859-258-3194